Tasking Memorandum No. OO-185

Memorandum For Commanders, Defense Contract Management Districts

Subject: Lead Agent for the Defense Message System

Date: April 5, 2000

Suspense Date: None

Target Audience: Information Technology Personnel, and Command Security.

Requirement(s):

DELEGATION OF AUTHORITY TO ACT AS LEAD AGENT FOR DEFENSE CONTRACT MANAGEMENT AGENCY (DCMA) MANAGEMENT AND OPERATION OF THE DEFENSE MESSAGE SYSTEM.

DELEGATION:

Pursuant to the DCMA Lead Agent Policy, DCMD East is hereby delegated the authority to act as the DCMA Lead Agent for the management and operation of the Defense Message System within the Agency.   You are responsible for the following:

- Registration Function – This includes the DMS Organizational Registration Authority (ORA), Certification Authority (CA) functions and duties. These are closely related to the security functions.

- Information Security Management – This includes responsibility for DMS Service/Agency information security and risk management programs. Duties and responsibilities include implementing all policies, procedures, and practices necessary to ensure the security of DMS information resources and assets, and performing the functions of DMS Security Office, Access Control Administration (ACA), and Certification Authority (CA), including the performance of duties related to SIPRNET dial-up access security administration.

- Operations Management - Operations management responsibilities include:
  - Monitoring Agency and local DMS activity
  - Providing resolution of most Agency and local DMS problems
  - Reconfiguring equipment or initiating alternate delivery procedures
  - Maintaining local configuration management database
  - Distribution and configuration control of new software releases
  - Storing security records for security office analysis
  - Serving as liaison with other management centers for problem resolution and reporting
  - Operating the management workstation to manage messaging and directory components
  - Fault management
  - Directory Services Management and Message Handling System Administration

- Systems Administration – System administration functions are concerned with the host and platforms and system configuration. Responsibilities include:
  - Maintaining DMS hardware platforms and their operating systems
  - Operating system operation, trouble shooting, and upgrading
  - System backups and recovery
  - Preventative maintenance
  - Problem analysis
  - Configuration management of DMS components

- Mail List Management

- Directory Administration

- Determining hardware and software maintenance costs and submitting those figures to the DCMA infrastructure team in a timely manner for budget consolidation.

RESOURCES:

The Lead Agent will provide personnel and facilities to perform the responsibilities listed above.

DURATION:

This letter of delegation is effective immediately and continues until the DCMA Director withdraws the delegation or DCMD East requests reconsideration by the Director.

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